

## POLITICAL SCIENCE DEPARTMENT EMPLOYMENT POLICIES

**\*\*\*Please do not work until you receive an email informing you that you have been authorized to start working\*\*\***

### How do I clock in and out?

BYU uses a system called Y-Time to log hours worked. You can clock in online, through the BYU app, or using a campus timeclock. These are located in various buildings around campus.

1. To add the Y-Time portal to your myBYU homepage:
  - Log into **myBYU** with your NetID and password
  - Click on **Customize** in the upper left-hand corner
  - Click on **Add Apps** and enter **Y-Time**
  - Find the box titled **Y-Time** and click on **Add** in the upper right-hand corner, then move the app to your preferred location in myBYU.
2. To clock in/out from a desktop computer or laptop:
  - Find the Y-Time app on your myBYU homepage and click on “In” or “Out.”
  - You can also view your timesheet by clicking on the **Timesheet** button in the bottom left corner of the Y-Time app. \*Note: This opens up in a separate window/tab.
3. To get the BYU app and clock in through Y-Time, follow these links:
  - [How to get the BYU App](#)
  - [How to use the Y-Time feature](#)

For further information on using Y-Time, feel free to stop by 745 SWKT or email me with your questions.

### You are expected to punch in and out properly and accurately for all time worked.

- Do not allow others to punch for you
- Do not clock in or out other than when you actually start or stop working.
- If you miss a punch, do not punch late. Skip that punch, pretend you did it correctly, and keep punching in/out normally for the remainder of the day/week. Once the missed punch registers in Y-Time, you can either enter the missing punch yourself OR email it to your Time Manager.
- If you forget to clock out and Y-Time still lists your status as “IN,” you do **not** need to clock out to “stop the clock” or to clock in for another shift. Clock in normally (the system will allow you to do so) and you can fix the missing out-punch later.
- **Do not attempt to make up hours that you didn’t record!** If you worked 10 five-minute shifts, you should have 10 five-minute shifts recorded in Y-Time, not one shift of 50 minutes. This includes recording hours in a different week to get around weekly limits. ***Just don’t do it!***

**Exceptions:** You may receive an email from your Time Manager or from the Payroll Office informing you that you have an “Exception” on your timesheet. This means you may have a missed punch, a shift over 12 hours long, or have overlapping punches (if you have more than one campus job).

- Resolve exceptions ASAP, either via self-correction or emailing the correction to me. **You will not receive pay for any hours worked on days with exceptions until it is resolved!**
- Check your timesheet regularly and make corrections in a timely manner. Emailed corrections **must** include the following or you will be asked to resubmit:
  - First and last name
  - Numeric date (not the day of the week)
  - The exact punch times (whether they are IN or OUT as well as AM or PM)
  - Why the punches need correcting (you forgot, internet was down, etc.)

### Weekly/Daily Work Hours:

The BYU work week starts at 12:00am on Saturday morning and ends at 11:59pm on Friday night.

- All undergraduate students are limited to 20 hours per week for all campus jobs combined.
- This limit is not enforced over semester breaks and during Spring and Summer terms, so you *may* work up to 40 hours per week (with supervisor approval).
- **International students**, please check with the International Office prior to working over 20 hours a week.

BYU policy requires your weekly average to not exceed 28 hours over the course of the year. If your weekly average hours exceed 28, your employment may be terminated.

*\*\*\*Working on Sundays in this department is allowed only in cases of extenuating circumstances, and you must get pre-approval from your supervisor\*\*\**

**University policy for short breaks:** The Fair Labor Standards Act states the following: “Rest periods of short duration, running from 5 minutes to about 20 minutes, are common in industry. They promote the efficiency of the employee and are customarily paid for as working time. *They must be counted as hours worked.*” (emphasis added).

- **Do not clock out for short breaks.** Please do not abuse this practice and continue to show integrity in your time reporting.

**Direct Deposit** is required for all employees of BYU. Set it up now if you haven’t already:

- Sign into **myBYU**
- Expand the **Work** menu under **Campus Links**
- Select **Direct Deposit** and enter the information under the Payroll heading.
- If you already have Direct Deposit set up for Financial Aid, you still need to do it again for Payroll! This must be done before your second paycheck.

### **FERPA Training**

All student employees of the BYU Political Science Department are required to complete online FERPA training annually. This training takes about 30 minutes and you should be clocked in while completing this training so that you are paid for your time.

- If you have not done FERPA training within the last year, please clock in and go [here](http://ferpa.byu.edu) (ferpa.byu.edu). After watching the introductory video, please also view and complete the “More for Faculty” module. **This training should be completed within two weeks of your initial hire.**

Please contact Carina Alleman, Political Science Department Administrator, with questions. She is located in 745 SWKT, her phone number is (801) 422-3422, and her email address is [carina.alleman@byu.edu](mailto:carina.alleman@byu.edu).